

Preparing for the Interview

- Fill in this pocket resume (*completely- you'll be surprised what you can't remember in the moment*).
- Learn something about the company (*many have websites now making this easier*).
- Have a specific job in mind.
- Review your qualifications for that job (*know how you fit the position*).
- Be prepared to answer broad questions.

Appearance

(*Goes without saying?*)

- Neat & clean grooming.
- Appropriate clothing.
- Make-up in good taste.

The Interview

- Be prompt (*15 minutes prior is good*).
- Unless the interviewer uses your name, introduce yourself politely.
- Shake hands firmly, but briefly.
- Answer questions directly and truthfully.
- Be courteous, professional, and cooperative.
- Ask questions and show enthusiasm.
- Thank the person for their time.

Questions they may ask you:

- Tell me about yourself (*don't ramble on*).
- Why should I hire you? (*be succinct*)
- Why are you interested in the job?
- What are your strengths(*easy*)/ your weaknesses(*not so easy*)?
- How has your training/education prepared you for this job?
- What would your teachers, former employers, or references say about you? (*accentuate the positive*)
- Do you understand that that you may be subject to a drug test and background check if you are hired?

Questions you could ask them:

(*Only ask if not already mentioned.*)

- Would you describe a typical work day?
- Can this job lead to other positions within the company?
- What skills are most important for this job?
- If hired, who would I report to?
- What is the salary/benefits being offered?
- Do you provide training? What kind?
- When can I expect to hear from you?
- Can I contact you by phone or email?

Follow-up:

You will want to write a thank-you letter within 24 hours of the interview. (*Be brief.*)

POCKET RESUME



New Hampshire

Information you may need at an interview or when filling out an application.

Handy reference tool-take it with you for job applications and interviews along with pen/paper and work samples.

Provided compliments of:

(603)229-4489

www.nhes.state.nh.us/elmi/nhcrn/index.htm

Name:	Driver's License No.:	Social Security No.:
Address:	Telephone:	U.S. Citizen eligible to work in the U.S.-Yes?
In case of emergency, notify:		

EDUCATION

Level of Education	Name & Location of School	From: Mo/Yr	To: Mo/Yr	Subj Studied/Degree/Cert Earned	Yr Graduated
High School					
College					
Trade/Business or Correspondence School					
Other					

EXPERIENCE: *(paid work experience, volunteering, community service, related school experience, etc.)*

Dates: Mo/Yr	Employer Name & Address	Supervisor Name	Telephone	Salary	Position	Reason for Leaving

REFERENCES *(not related to you)*

Name	Relationship	Address	Telephone(daytime)

Skills & Abilities

Leadership Activities

Honors/Awards

Military Service

Provided compliments of:

NHCRN

New Hampshire Career Resource Network

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